

# **EMPLOYMENT OPPORTUNITIES IN THE NORTHERN TERRITORY PUBLIC SECTOR**

**4 May 1999**

Employment opportunities in the Northern Territory Public Sector are advertised in this publication. Anyone may apply for vacancies and selection is made on a non-discriminatory basis in accordance with the merit principle.

***Applications for vacancies advertised in this edition  
close on Tuesday 18 May 1999.***

To apply for a vacancy, applicants need to obtain full information about how to apply for the job, including the job description and selection criteria, by responding to the contact provided below each vacancy, and quoting the vacancy number.

All applications will be acknowledged. Applicants will be advised in writing of the outcome of their application, including any appeal rights. Where an appeal is lodged, an application may form part of the promotions appeal process. Promotions made in accordance with section 30(1)(b) of the *Public Sector Employment and Management Act* are notified in this publication. Final selections are notified for information only.

The Northern Territory Government is an equal opportunity employer  
and  
promotes a smoke-free work environment.



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Northern Territory Government

**BACHELOR COLLEGE**

**GENERAL SERVICES OFFICER**

**PH3 (\$26 017 - \$26 749)**

**Registrar's Division Batchelor**

The General Services Officer provides domestic and residential cleaning, minor maintenance services, security and grounds maintenance for the college.

Batchelor College is an Aboriginal tertiary institution.

Contact 8939 7272 and quote vacancy 9017.

**DEPARTMENT OF ARTS AND MUSEUMS**

**GALLERY ATTENDANT SUPERVISOR**

**AO2 (\$27 858 - \$30 809)**

**Museum and Art Galleries Darwin**

The Gallery Attendant Supervisor manages a team of Gallery Attendants based at Bullocky Point, BAT House and Fannie Bay Gaol, to ensure security of Museum assets and safety and comfort of visitors.

Contact 8999 1088 and quote vacancy 11842.

**SENIOR CONSERVATOR**

**P3 (\$57 448 - \$60 523)**

**Museums and Art Galleries Darwin**

The Senior Conservator oversees the preservation of collections held in the Museum and Art Gallery and provides conservation advice and support to the exhibition and display program. Applicants must have an appropriate tertiary qualification.

Contact 8999 1088 and quote vacancy 16179.

**DEPARTMENT OF CORPORATE AND INFORMATION SERVICES**

**ADMINISTRATION OFFICER**

**AO2 (\$27 858 - \$30 809)**

**Northern Territory Archives Service Darwin**

As Administration Officer, provide secretarial, reception and administrative support to the Northern Territory Archives Service to ensure positive client relations and efficient office administration.

Contact 8999 1999 and quote vacancy 4470.

**LIBRARY TECHNICIAN**

**AO3 (\$31 642 - \$34 296) Part time**

**Office of Director of Public Prosecutions Darwin**

As Library Technician, provide an efficient library service to employees of the Office of the Director of Public Prosecution and maintain an up-to-date legislation service. Successful completion of a Library Technician qualification recognised by the Australian Library and Information Association is essential.

This vacancy is available for 18.23 hours per week.

Contact 8999 1999 and quote vacancy 10412.

**NETWORK SUPPORT OFFICER**

**AO5 (\$42 747 - \$44 973)**

**Information Services Darwin**

**Temporary vacancy to 28.1.00**

The Network Support Officer provides technical and user support for the Agency's distributed NOVELL local area network environment.

Contact 8999 1999 and quote vacancy 12779.

**DEPARTMENT OF EDUCATION**

**ADVISORY TEACHER EARLY CHILDHOOD INTERVENTION**

**ET1 (\$52 024)**

**School Support Services Alice Springs**

As the Advisory Teacher, coordinate early childhood intervention services for children with special education needs, their parents/carers and staff in schools and other agencies. Applicants are required to possess a teaching qualification acceptable to the NT Department of Education.

This vacancy is a readvertised vacancy and previous applicants will be considered.

Contact 8951 5550 and quote vacancy 8096.

**ASSISTANT ADMINISTRATION MANAGER**

**AO2 (\$27 858 - \$30 809)**

**Taminmin High School Humpty Doo**

**Temporary vacancy from 26.7.99 - 17.12.99**

The Assistant Administration Manager provides administrative support services to senior staff.

This vacancy is based on school conditions and remuneration will be 92% of the AO2 salary.

Contact 8999 1078 and quote vacancy 4376.



**ASSISTANT PRINCIPAL**

**ET5 (\$60 657)**

**Dripstone High School Darwin**

The Assistant Principal provides leadership across the school in curriculum development and implementation, student pastoral care, staff welfare and daily administration tasks. Applicants must have a recognised teacher training qualification as acceptable to the NT Department of Education.

This vacancy is available from 26.7.99.

Contact 8999 1078 and quote vacancy 6521.

**ASSISTANT PRINCIPAL JUNIOR SCHOOL**

**ET5 (\$60 657)**

**Darwin High School**

The Assistant Principal provides quality educational leadership in planning, development and evaluation of school policy, curriculum, teaching programs and organisation for a large urban high school. Applicants must have a recognised teacher training qualification as acceptable to the NT Department of Education.

This vacancy is available from 26.7.99.

Contact 8999 1078 and quote vacancy 6427.

**ASSISTANT PRINCIPAL SENIOR SCHOOL**

**ET5 (\$60 657)**

**Darwin High School**

The Assistant Principal provides quality educational leadership in planning, development and evaluation of school policy, curriculum, teaching programs and organisation for a large urban high school. Applicants must have a recognised teacher training qualification as acceptable to the NT Department of Education.

This vacancy is available from 26.7.99.

Contact 8999 1078 and quote vacancy 6428.

**CURRICULUM COORDINATOR LANGUAGES**

**ET2 (\$53 019)**

**Dripstone High School Darwin**

The Curriculum Coordinator provides curriculum and professional leadership to faculty teams for educational programs in English, Languages Other Than English, and English as a Second Language. A recognised teaching qualification acceptable to the NT Department of Education is essential.

Contact 8999 1078 and quote vacancy 14766.

**DATA PROCESSING OFFICER**

**AO2 (\$27 858 - \$30 809)**

**Board Services Division Darwin**

The Data Processing Officer prepares test elements and assists with the administration of the Northern Territory Assessment Programs.

Contact 8999 1078 and quote vacancy 5565.

**DEPARTMENT OF LANDS, PLANNING AND ENVIRONMENT**

**ENVIRONMENTAL SCIENTIST**

**P2 (\$45 505 - \$55 167)**

**Environment and Heritage Darwin**

The Environmental Scientist develops and implements policies and strategies relating to the administration of the Waste Management and Pollution Control Act. Applicants must possess a tertiary qualification in environmental science or a related field.

Contact 8924 4034 and quote vacancy 16412.

**ENVIRONMENTAL SCIENTIST**

**P2 (\$45 505 - \$55 167)**

**Environment and Heritage Darwin**

The Environmental Scientist investigates, develops and implements environment protection policies and strategies related to the Northern Territory coastal and marine environments. Applicants must possess a tertiary qualification in environmental science, marine biology or a related field.

Contact 8924 4034 and quote vacancy 16406.

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**

**HANSARD CLERK**

**AO5 (\$42 747 - \$44 973)**

**Hansard Darwin**

The Hansard Clerk assists with the accurate and timely transcription and production of proceedings of Parliament, parliamentary committees and parliamentary conferences.

Contact 8946 1439 and quote vacancy 10711.



**DEPARTMENT OF MINES AND ENERGY**

**ASSISTANT DIRECTOR, MINING TECHNICAL SERVICES**

**P4 (\$62 657 - \$69 999)**

**Mines Darwin**

The Assistant Director provides high level technical advice on operational mines and the development of mining projects. A Degree or Diploma in Mining Engineering that provides eligibility for Graduate Membership of the Institution of Engineers of Australia, or a recognised degree in an allied discipline, is essential.

Contact 8999 1992 and quote vacancy 10060.

**DIRECTOR, MARKETING AND COMMUNICATIONS**

**EO1 (\$69 999) or**

**ECO1 (Total Remuneration Package of \$115 897)**

**Office of Resource Development Darwin**

As Director, lead, manage and provide strategic direction to the Marketing and Communications Group of the Office of Resource Development.

The vacancy is available on a permanent basis at the EO1 level, or may be available on an Executive Contract for up to 4 years.

Contact 8999 1992 and quote vacancy 11201.

**DEPARTMENT OF TRANSPORT AND WORKS**

**REGIONAL MANAGER BUILDINGS**

**T6 (\$54 499 - \$57 069)**

**Buildings Katherine**

The Regional Manager Buildings provides direction, motivation, advice and feedback to enable the team to achieve their business plan performance indicators.

Contact 8973 8932 and quote vacancy 11138.

**NORTHERN TERRITORY CORRECTIONAL SERVICES**

**PROBATION AND PAROLE OFFICER**

**AO4 (\$36 044 - \$41 384)**

**Community Corrections Darwin**

As Probation and Parole Officer assist the Senior Caseworker in the supervision of offenders placed on Community Corrections programs.

Contact 8999 1992 and quote vacancy 3333.

**PROBATION AND PAROLE OFFICER**

**AO4 (\$36 044 - \$41 384)**

**Community Corrections Alice Springs**

The Probation and Parole Officer undertakes supervision of offenders placed on Court and Parole Board Orders and delivers Community Corrections programs.

This is a readvertised vacancy and previous applicants are encouraged to reapply.

Contact 8999 1992 and quote vacancy 3295.

**NORTHERN TERRITORY POLICE, FIRE AND EMERGENCY SERVICES**

**GARDENER**

**PH2 (\$25 366 - \$26 017)**

**Facilities Management Darwin**

The Gardener is responsible for labouring and gardening duties at the Peter McAulay Centre.

The successful applicant must have no significant criminal record confirmed by a police criminal check.

Contact 8922 3513 and quote vacancy 5205.

**PARKS AND WILDLIFE COMMISSION OF THE NORTHERN TERRITORY**

**SECRETARIAT OFFICER**

**AO6 (\$46 967 - \$52 505)**

**Corporate Support Palmerston**

As Secretariat Officer, manage the Commission's Secretariat service to ensure effective communication between the Commission and the Minister's office.

Contact 8999 1992 and quote vacancy 5019.

**POWER AND WATER AUTHORITY**

**SENIOR CUSTOMER SERVICES OFFICER**

**AO4 (\$36 044 - \$41 384)**

**Customer Services Katherine**

The Senior Customer Services Officer supervises the activities and staff of the Customer Services section.

Contact 8973 8529 and quote vacancy 13235.



**TERRITORY HEALTH SERVICES**

**ADMINISTRATIVE ASSISTANT**

**AO2 (\$27 858 - \$30 809)**

**Mental Health, Aged and Disability Services  
Darwin**

The Administrative Assistant provides a high level of administrative, secretarial and word processing support to the Director Mental Health, Aged and Disability Services.

Contact 8999 1996 and quote vacancy 1867.

**CHILDREN'S SERVICES MANAGER**

**AO6 (\$46 967 - \$52 505)**

**Regional Programs Darwin**

The Children's Services Manager is responsible for implementing the Northern Territory Government's policies and programs in the area of child care and related children's services.

Contact 8999 1996 and quote vacancy 15926.

**CLINICAL NURSE CONSULTANT**

**RN3A (\$45 871 - \$49 173)**

**Gove District Hospital Nhulunbuy**

The Clinical Nurse Consultant oversees the delivery of care to patients and clients and assists the Director of Nursing to coordinate and manage human resources. Eligibility for registration with the Nurses Board of the Northern Territory is essential.

Contact 8989 0304 and quote vacancy 2555.

**COMMUNITY RESOURCE COORDINATOR**

**RN2 (\$41 101 - \$44 035)**

**Community Resource Unit Darwin**

The Community Resource Coordinator manages discharge plans using a multi-disciplinary approach for community inpatients who require continuing care after discharge. Eligibility for registration with the Nurses Board of the Northern Territory is essential.

Contact 8999 1996 and quote vacancy 1093.

**DISEASE CONTROL ADMINISTRATION OFFICER**

**AO2 (\$27 858 - \$30 809)**

**Centre for Disease Control Katherine  
Temporary vacancy to 18.8.00**

The Disease Control Administration Officer provides administrative support for all programs within the Communicable Disease Centre, with particular reference to TB control and immunisation

Contact 89738 641 and quote vacancy 2867.

**HEALTH PROMOTION OFFICER**

**P2 (\$45 505 - \$55 167)**

**Health Promotion Unit Darwin  
Temporary vacancy until 30.6.00**

The Health Promotion Officer manages the day to day functions of the Darwin Urban part of the Operations North Health Promotions Team. A tertiary qualification in Health Promotion, Education or an appropriate health or behavioural science field is essential.

Contact 8999 1996 and quote vacancy 2246.

**HISTOPATHOLOGY SECRETARY**

**AO2 (\$27 858 - \$30 809)**

**Royal Darwin Hospital**

As Histopathology Secretary, provide clerical and secretarial services to the Pathology Department and to the Professor of Pathology.

Contact 8922 8346 and quote vacancy 843.

**LABOURER**

**PH2 (\$25 366 - \$26 017)**

**Gove District Hospital Nhulunbuy**

The Labourer provides assistance to the tradespersons and performs preventative maintenance for the Gove District Hospital.

Contact 8987 0304 and quote vacancy 2581.

**QUALITY IMPROVEMENT CONSULTANT**

**AO7 (\$54 499 - \$56 449)**

**Royal Darwin Hospital**

As Quality Improvement Consultant, provide advice and assistance to clinical and operational managers in developing quality programs which comply with nationally accepted standards.

Contact 8922 8346 and quote vacancy 15560.

**REMOTE AREA NURSE MANAGER**

**RN3B (\$51 076)**

**Remote Health Services Alice Springs  
Temporary vacancy for 2 years**

The Remote Area Nurse provides education and training to the community, manages health systems, treats acute illnesses and encourages community health action. The successful applicant must be eligible for Registration with the Nurses Board of the Northern Territory.

Two vacancies are available.

Contact 8951 5550 and quote vacancy 16886.

**REMOTE AREA NURSE**

**RN3A (\$45 871 - \$49 173)**

**Barkly Mobile Tennant Creek**

**Temporary vacancy for 2 years**

The Remote Area Nurse participates in the delivery and education of primary health care in a designated remote area. The successful applicant must be eligible for registration with the Nurses Board of the Northern Territory.

Contact 8951 5550 and quote vacancy 3540.

**RURAL COMMUNITY MEDICAL OFFICER**

**RCMOK (\$75 970 - \$81 372)**

**Rural Health Services Katherine**

**Temporary vacancy to 23.10.99**

The Rural Community Medical Officer provides primary health care, public health and emergency evacuation services to rural communities in the Katherine District. A Medical Degree and eligibility for full registration with the Northern Territory Medical Board is essential.

Contact 89738 641 and quote vacancy 2818.

**TECHNICAL OFFICER**

**T2 (\$31 985 - \$36 452)**

**Medical Entomology Darwin**

**Temporary vacancy for 6 months**

The Technical Officer provides support to the Medical Entomology Branch in the monitoring and control of insects of medical importance. A Certificate, Associate Diploma or equivalent, with biology as a major subject is essential.

Contact 8999 1996 and quote vacancy 1900.

**Selections made to advertised vacancies include reference to the date of publication and the vacancy number.**

**Department of Corporate and Information Services**

Senior Development Tool Support Officer, AO6,  
R Padmanathan, 15.12.98, 193

Development Tool Support Officer, AO5, J Xu, 15.12.98,  
14431

Manager Resource Management and Development,  
AO7, J McGill, 28.7.98, 12427

Recruitment Officer, AO2, L Black, 9.3.99, 5419

Research Officer, AO5, R Lindberg, 23.2.99, 10152

Accounts Officer 3, AO3, D A James, 16.2.99, 428

**Department of Education**

Director Operational Support, ECO1, L King, 9.2.99,  
17207

Senior Teacher, ET1, S Ferguson, 23.2.99, 5000

Assistant Principal, ET4, B Fleming, 9.2.99, 7633

Senior Teacher Secondary and Administrative Support,  
ET2, E Vazapilly, 2.2.99, 7056

Assistant Principal, ET4, P Hepburn, 16.2.99, 7174

**Department of Mines and Energy**

Interpretation Geophysicist, P2, K Slater, 9.2.99, 16653

**Northern Territory Attorney-General's Department**

Secretarial Supervisor, AO4, D L Evans, 12.1.99, 12735

**Ombudsman's Office**

Conciliation/Investigation Officer, AO7, P Rudd,  
16.3.99, 16898

**Parks and Wildlife Commission of the Northern Territory**

Zookeeper, T1, R Scoccimarro, 9.2.99, 15785

Zookeeper, T1, A White, 16.2.99, 4501

**Power and Water Authority**

Customer Services Clerk, AO2, M Adamson, 9.3.99,  
13238

Radio Communications Clerk, AO2, J Allen, 2.3.99,  
13506

Distribution Supervisor Lines, T4, S Stenson, 2.2.99,  
13773

**Territory Health Services**

Seamstress, PH3, L Talbot, 23.2.99, 3847



The following promotions under section 30(1)(b) of the *Public Sector Employment and Management Act* are subject to appeal within fourteen days of this notification.

**DEPARTMENT OF CORPORATE AND INFORMATION SERVICES**

**SENIOR DOCUMENT REPRODUCTION UNIT OPERATOR**

PH4 (\$27 673 - \$28 683)

J W Taylor

Government Printing Office Darwin

As Senior Document Reproduction Unit Operator, carry out document reproduction activities in an efficient, effective and timely manner.

Contact 8999 1117 and quote vacancy 11754.

**TERRITORY HEALTH SERVICES**

**COMMUNITY WELFARE WORKER**

P1 (\$30 085 - \$43 889)

N Schuler

Family Youth and Community Services Darwin

As Community Welfare Worker, be responsible for the delivery of statutory and non-statutory services relating to children and families. Applicants must possess a degree level qualification which would

give eligibility for membership of the Australian Association of Social Workers, the Australian Psychological Society, the Australian Institute of Welfare and Community Workers, or some other tertiary qualification which, in the opinion of the employer, is appropriate to the duties to be performed.

Contact 8999 1996 and quote vacancy 2397.

**SENIOR SCIENTIST IN CHARGE**

P3 (\$57 448 - \$60 523)

P Darvall

Royal Darwin Hospital

As Senior Scientist, oversee the blood transfusion work unit to ensure the provision of a timely and efficient 24 hour service delivery. A Bachelor of Science or Applied Science in Medical Laboratory Science is essential.

Contact 8922 8346 and quote vacancy 818.

**SUPPORT OFFICER**

PH3 (\$26 017 - \$26 749)

M Morfe

Royal Darwin Hospital

As Support Officer, contribute to client welfare in the Self Care Centre at Royal Darwin Hospital.

Contact 8922 8346 and quote vacancy 9508.



**Prison Officer in Training Career Opportunity for Males & Females from a range of Cultural Backgrounds**

*Northern Territory Correctional Services will commence a 12 month Training Program during July 1999 in Alice Springs. Successful completion of this 9 week nationally accredited course will be followed by postings to the Alice Springs Correctional Centre for on the job training and employment.*

- Do you have a range of life skills?
- Are you a balanced & mature thinking person?
- Do you want to make a contribution to society?
- Do you accept that life and work will be a challenge?

If you say "yes, that's me" then Northern Territory Correctional Services is interested in acquiring staff for Alice Springs who are professional and responsible in their approach and who are seen as positive role models.

**ELIGIBILITY**

- minimum age of 22; current drivers licence;
- fit and healthy (confirmed by physical and medical testing);
- be of good character and have no significant criminal history;

**SALARY**

- during 9 weeks initial training, \$26,927 per annum;
- following 9 weeks training, \$40,091 inclusive of allowances.

Phone (08) 8999 5586, Fax (08) 8999 3842  
**APPLICATIONS CLOSE 14 MAY 1999**



Northern Territory Government

Northern Territory Correctional Services Promotes Equal Opportunity Employment

**PARKS AND WILDLIFE COMMISSION OF THE NORTHERN TERRITORY**



**TECHNICAL 1, CASUAL ZOOKEEPERS  
TERRITORY WILDLIFE PARK  
BERRY SPRINGS  
\$25 720 - \$31 602**

The Territory Wildlife Park invites applications from highly motivated people skilled in the husbandry of Australian native animals to join the team of casual zookeepers. Following interviews and assessment, suitably qualified applicants will be placed on the register for up to 6 months and contacted for employment when casual or temporary positions become available.

To apply please obtain a Job and Person Profile from the Hotline: (08) 8999 1992 to help you prepare an application for entry onto the register.

Applications should include full name, details of qualifications and experience, a statement addressing the selection criteria and contact telephone numbers, and can be forwarded to:

**The Recruitment Officer**  
Department of Corporate and Information Services  
PO Box 1900  
PALMERSTON NT 0831

**NB: QUOTE VACANCY: 2915**

Applications close 18<sup>th</sup> May 1999

**PARKS AND WILDLIFE COMMISSION OF THE NORTHERN TERRITORY**



**TECHNICAL 1, CASUAL PARK GUIDES  
TERRITORY WILDLIFE PARK  
BERRY SPRINGS  
\$25 720 - \$31 602**

The Territory Wildlife Park invites applications from highly motivated people skilled in working with international and local tourists to join the team of casual guides. Following interviews and assessment, suitably qualified applicants will be placed on the register of casual guides for 6 months and contacted for employment when temporary or casual positions become available.

To apply please obtain a Job and Person Profile from the Hotline: (08) 8999 1992 to help you prepare an application for entry onto the register.

Applications should include full name, details of qualifications and experience, a statement addressing the selection criteria and contact telephone numbers, and can be forwarded to:

**The Recruitment Officer**  
Department of Corporate and Information Services  
PO Box 1900  
PALMERSTON NT 0831

**NB: QUOTE VACANCY: 2921**

Applications close 18<sup>th</sup> May 1999